

## AMENDMENT REQUEST APPLICATION

### INSTRUCTIONS

The following review criteria must be met to successfully amend your license classification.

1. The applicant must be currently licensed and in good standing (no violations on record) with the board
2. List a minimum of three (3) commercial projects successfully completed by the applicant in the last three (3) years (with his or her own forces) specifically in the classification requested

3. Three reference letters from any of the following:

**Registered Architect**

**Registered Professional Engineer**

**Other General Contractor**

**Owner**

The reference letters must verify work experience for each job listed. The letters shall include:

**Date and Location**

**Type of work performed**

**Name of project**

**Amount contractor was paid**

This should not be a character reference.

4. The applicant must have a sufficient bid limit and equipment holdings to successfully complete under the requested classification.

A specialty classification under the requested major classification would normally be approved when an applicant is unable to meet all review criteria. This provides the applicant the ability to successfully complete and document projects for further consideration and board review.

**Example:** When the classification BC-S: Remodeling and Alteration is approved rather than BC: Building Construction demonstrates this process. An applicant with the specialty classification BC-S, can complete a minimum of three new construction projects (remodeling and alterations, in this example) with his or her own forces, and qualify for consideration of the major classification

Application has to be submitted to the proper license specialist ten (10) days prior to a scheduled board meeting

**STATE OF ALABAMA  
LICENSING BOARD FOR GENERAL CONTRACTORS**

**CLASSIFICATION AMENDMENT REQUEST**

Telephone No. 334-272-5030

[www.genconbd.state.al.us](http://www.genconbd.state.al.us)

Fax No. 334-395-5336

**NOTE:** Three letters of recommendation from a Registered Architect, Registered Professional Engineer, Other General Contractor or Owner verifying work experience for each job listed below, must be attached for each "type" classification requested. Resumes may be attached. This form may be copied if additional space is needed

NAME	ALABAMA LICENSE NO.
ADDRESS	BID LIMIT
CURRENT LICENSE CLASSIFICATION	

**REQUESTED AMENDMENT**

List below a minimum of **THREE** projects your organization has completed in each classification area(s) you wish added to your license. You must indicate ( \* ) projects where experience was gained other than through your organization

CLASSIFICATION OF WORK PERFORMED	LOCATION	YEAR	OWNER	CONTRACT AMOUNT	( * ) FOR WHAT COMPANY